



General Services Administration
Northwest/Arctic Region
Jackson Federal Building
915 Second Avenue, Room 106.
Seattle, WA 98174

January 23, 2001

MEMORANDUM FOR RECORD

FROM: STEVEN M. DAVID
PROPERTY MANAGER (10PM1A)

SUBJECT: Quarterly Tenant Meeting Minutes

The quarterly tenant meeting for the second quarter of FY01 was held on January 17, 2001 in the Evergreen Room (3086) of the Jackson Federal Building. Those in attendance are listed on the attached sign-in sheet.

The following items were addressed:

1. Custodial & Grounds. Custodial contract manager, Silvano Gonzalez, requested that tenants not leave debris behind from large deliveries. It was also noted by GSA Property Manager, Michael Westvold, that wood pallets should always be taken away by the delivery company since they could not be disposed of by GSA or the custodial contractor. There were no other tenant comments or concerns regarding custodial or grounds.

2. Concessions. There were no tenant comments or concerns regarding the cafeteria.

3. Security & Safety. GSA Federal Protective Service (FPS) representative, Smokey Forster, reported that all future orders for guard services should be coordinated through FPS representative, Tammy Straessle, who can be reached on 253-931-7370.

It was also suggested that the building conduct another a key card clean up. GSA Property Manager, Steve David, agreed to provide print outs to each agency for verification. There were no additional tenant comments or concerns regarding security or safety.

4. Telecommunications. Steve David reported that GSA Federal Technology Services (FTS) completed the conversion, which unblocked telephone number ID

under the building PBX switch. There were no additional tenant comments or concerns regarding telecommunications.

5. Service Calls & Maintenance. There were no tenant comments or concerns regarding service call or building maintenance issues.

6. Projects & Space. Steve David reported that GSA would schedule their "group relamp" project for the third quarter of the fiscal year. (The project was discussed at the October tenant meeting and involves replacing the fluorescent lamps in every suspended ceiling light fixture throughout the building.)

Michael Westvold reported that the restroom plumbing project which replaced the worn sinks, faucets, and toilet flushing devices was basically complete. GSA Space Manager, Coralee Liljenberg, reported on the various space alteration and vacate space projects.

Steve David also reported that GSA has a special project scheduled, which involves the lifting of heavy equipment onto the roof of the building. The project will require that the building be closed to both pedestrians and vehicles between the hours of 6:00a.m. to 8:00 a.m., on Sunday, February 4. There were no tenant comments or concerns regarding project or space issues.

7. Open Discussion. Miscellaneous items discussed included: a) the west coast energy crisis and what conservation initiatives GSA would institute; b) a new customer guide for real property that would be posted to the JFB website; c) a new award case in the cafeteria and that tenant agencies were encouraged to include their own awards in the case; and d) fitness center management was still under discussion.

There was no other business. The next meeting is scheduled for 10:00 a.m., April 18, 2001 in The Evergreen Room (3086). A notification memo will be emailed approximately two weeks prior and an agenda emailed one day prior to the meeting.

Attachment (1)